

The ABCs of Tax Withholding (W 4) Updates

The State of Michigan, as your employer, is obligated to withhold federal, state, and in some cases city income tax. Tax withholding is affected by:

1. Where you live,
2. Your marital filing status (Single, Married, or Married but withholding at the higher Single rate),
3. The number of exemptions you claim.

Over time, you may want or need to update your withholding status due to:

- Address change (different country, state, or city),
- Marital status change,
- Increase or decrease in number of exemptions,
- Increase or decrease in additional dollar amounts you want withheld.

To make updates, click the Tax Withholding menu option in your MI HR Self-Service account (most employees will find this under the Pay menu). A table with your current on file preferences will appear (see example).

Click the red diamond in the change column to update federal or state withholding preferences. To determine when changes made on-line will take effect, see the table on the next page.

City changes require submission of paper forms. Select the city name in the second chart to access the corresponding city tax form on-line.

Change	Description	Resident Status	Marital Status	Exemptions	Additional Amount
♦	FEDERAL TAX	Resident	Married	4	
♦	MICHIGAN STATE TAX	Resident	Married	4	
	LANSING CITY TAX	Resident	Married	4	

City tax withholding forms are available below by clicking the city name. Mail completed forms to:

MI HR SERVICE CENTER
P.O. Box 30002
Lansing, MI 48909

Or Fax 517-241-5892

(Legislative, Judicial, Attorney General, and Secretary of State Employees submit completed forms to your HR Office.)

Albion	Battle Creek	Big Rapids	Detroit	Flint
Grand Rapids	Grayling	Hamtramck	Highland Park	Hudson
Independence, OH	Ionia	Jackson	Lansing	Lapeer
Muskegon	Muskegon Heights	New York, NY	Pontiac	Port Huron
Portland	Saginaw	Springfield	Walker	Yonkers, NY

Resident City Taxes are YOUR Responsibility!

If you live in a taxing city and it is not listed at the top of this page, you are required to complete and submit the appropriate City Tax Withholding form.

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If you need assistance, contact the MI HR Service Center at 877-766-6447 or TDD* 517-241-8046. (Legislative, Judicial, Attorney General, and Secretary of State employees should contact their HR Office).

*TDD = Telecommunication Device for the Deaf

When will my W4 Tax Withholding updates take affect?

2006 Schedule of Due Dates for making
on-line Tax Withholding Updates

Updates for this Pay Date must be made before 7:00 PM on:
Feb 9	Jan 30
Feb 23	Feb 13
Mar 9	Feb 27
Mar 23	Mar 13
Apr 6	Mar 27
Apr 20	Apr 10
May 4	Apr 24
May 18	May 8
Jun 1	May 22
Jun 15	June 5
June 29	June 19
Jul 13	July 2
Jul 27	Jul 17
Aug 10	Jul 31
Aug 24	Aug 14
Sep 7	Aug 28
Sep 21	Sep 11
Oct 5	Sep 25
Oct 19	Oct 9
Nov 2	Oct 23
Nov 16	Nov 6
Nov 30	Nov 19
Dec 14	Dec 4
Dec 28	Dec 18